



# Human Resources Onboarding Checklist

Human Resources

Version: 8.14.19

ID: SE-024

<b>Employee:</b>	<b>Manager:</b>
<b>Hire Date:</b>	<b>Position:</b>
<b>Category:</b>	<b>Referral:</b>

## Pre-Hire

### Sent to New Employee

- Offer letter
- Authorization to release information form
- Concentra form
- Onboarding link

### Received

- Signed offer letter
- Signed authorization to release information form

### Completed

- Background check
- Drug Screen
- Enter into ADP
- Order Employee Name Plate

### Clear

- |     |    |
|-----|----|
| Yes | No |
| Yes | No |

## Day 1 - with employee

- Employee photo
- Review insurance choices (HSA Form completed if applicable)
- I9, reviewed and completed
- CT Tax Form
- Federal Tax Form
- Acknowledgement of employee handbook
- Set up ADP account
- Direct deposit form
- 401K Form

## Week 1

- Update tax information
- Payroll access
- Link supervisor

### First of month payroll following date of hire

- Confirm insurance deduction
- Confirm 401K deduction
- Paperless document